



Reorganization of Administrative & Finance Functions

Select Board Meeting

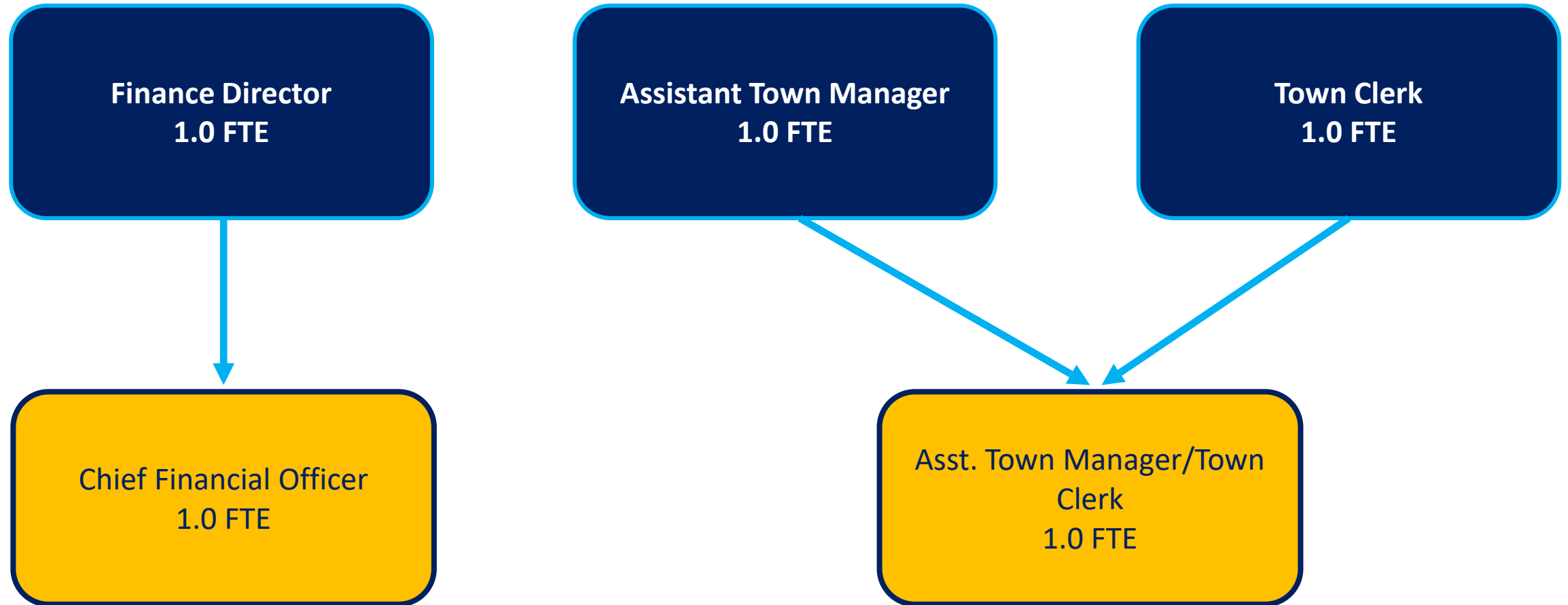
September 12, 2022



2022-2023 Reorganization

- Reorganization part of a larger plan to explore opportunities for creating “personnel capacity” and future flexibility.
- Positions the Town to meet the evolving needs of the community.
- Provides the Town with the resources to be competitive in the labor market.
- Requires continuous evaluation.

Reorganization of Admin & Finance Functions



Reorganization Summary

- Assistant Town Manager & Town Clerk positions consolidated
 - 1.0 FTE Reduction
 - Approx. \$75,000 savings
 - ATM position vacant from Patrick Lawlor's transfer to CFO
- Finance Director position title changed to Chief Financial Officer
 - Reflects expanded responsibilities
 - No impact on FTEs or budget
 - Position will be vacant as a result of retirement

Comparable Staffing Plans

Town Manager Office					Staff to Population	
Town	Employees	Town Clerk	TM Office + Town Clerk	Population	Ratio	
Needham	7	1	8	31,248	4,464	
Lexington	7	1	8	33,792	4,827	
Brookline	7	1	8	59,180	8,454	
Arlington	7	1	8	42,844	6,121	
Bedford	6	1	7	13,320	2,220	
Natick	6	1	7	36,229	6,038	
Hingham	5	1	6	23,929	4,786	
North Andover	5	1	6	31,296	6,259	
Wellesley	5	1	6	28,747	5,749	
Andover*	4.5	0.5	5	36,500	8,111	

*Includes Director of Communications Position